**Meet the Teacher**

I received both my bachelor's and master's degrees from UNC Chapel Hill. This is my first year teaching and my first year at River Mill Academy. I'm so happy to be here and I think we will have a wonderful year together!

**Parent-Teacher Communication**

If you have any questions or concerns, I am happy to talk with you via email. Please use my email address listed above. I am also available for phone calls from 3:30pm-4:00pm on weekdays.

**Classroom Rules and Procedures**

**L**isten and follow directions the first time they’re given.

**E**nter and exit prepared (every day!)

**A**lways do your best work.
**R**espect yourself, others, and our classroom.

**N**o excuses!

**Academic and Behavioral Expectations**

1. Each student is expected to arrive to class on time, enter in an orderly manner, and sit in his or her assigned seat.
2. Each student is expected to be prepared for class by bringing all materials, including any reading material previously assigned,college-ruled notebook, folder, mechanical pencils, highlighters, planner, and anything else otherwise stated by the teacher.
3. Each class period will begin with a Warm-Up activity. Directions will be displayed on the board and students should begin working immediately.
4. Each student is expected to play a positive role in the classroom by actively participating in discussions, staying focused on activities and assignments, and paying attention during instruction.
5. Each student is responsible for their own learning. This means students should be in the habit of keeping track of assignments and due dates in their planner, properly preparing for tests and quizzes, asking questions and for help when needed, checking their grades on PowerSchool, and setting up times to make up any missed quizzes or tests due to an absence.

**Behavior and Discipline Process**

In order to maintain a positive and supportive learning environment, students are expected to follow all classroom rules and expectations. However, in the event that a student’s behavior does not meet the established policies of this classroom and/or River Mill Academy, the consequences will be as follows:

* 1st Offense – Verbal Warning
* 2nd Offense – Lunch Detention and Parent Contact
* 3rd Offense – Office Referral

*Note: the teacher reserves the right to modify and adjust consequences for behaviors as needed in order to meet the needs of each student. The order of consequences may not always be the same. In cases of extreme misbehavior (such as a student hitting another student), the teacher will automatically forgo the first consequence and enact number three. If a student habitually engages in inappropriate behavior, the teacher and student will move beyond the warnings and discuss the problem in order to prevent further escalation of misbehavior.*

**Supplies**

All students are expected to arrive prepared with required materials daily.

* 2 College Ruled Composition Notebooks: 1 for now, 1 for later. **Please note:** Language Arts composition notebooks are not to be used for ANY other class!
* 1 Folder
* Mechanical pencils
* Highlighters

**Grading Scale**

A – Superior (90-100)

B – Above Average (80-89)

C – Average (70-79)

D – Below Average (60-69)

F – Fail (59 or below)

All students are expected to adhere to River Mill Academy’s Honor Code (refer to Student Handbook).

Grades in this course each nine weeks will be determined by the following breakdown:

Tests- **25%**

Projects- **25%**

Quizzes- **25%**

Classwork/Homework/Participation\*- **25%**

**Total- 100%**

\*Participation may include: coming to class with all materials, completion of daily Warm-Ups, participation in class discussions and group work, etc.

**Late Work**

It is the student’s responsibility to keep up with assignments and due dates. Per schoolwide policy, in the event that a student turns in an assignment late, the deductions are as follows:

* One day after due date: 10 point deduction
* Two days after due date: 20 point deduction
* Three days after due date: 30 point deduction
* After the third day, the assignment becomes a zero and will no longer be accepted.

Please check the classroom website calendar for due dates as projects are assigned.

**Tardy Policy**

If you are entering class late with a teacher’s permission, you must have a note signed by that teacher. Otherwise, the policy for tardiness is as follows:

* First Offense: Warning
* Second Offense: Parent Contact
* Third Offense: Discipline Referral

**Absences and Make Up Work**

When a student is absent, they must turn in any work (homework, project, etc.) that was due the day(s) of their absence. Students are responsible for obtaining any make up work, which they can find in the “Absent” folder in the classroom. Students will have three days for each day missed to complete any missed assignments (with a maximum of 5 days). Make up work not completed in the allotted time will result in a zero. **Students who are absent when a test or quiz is given must make up the test or quiz within one week of their return to school**. Tests and quizzes should be taken outside of class time. **It is the student’s responsibility to make arrangements** with the teacher and their parent/guardian to come before or after school.

**Tutoring**

If you would like to set up a time for tutoring, please give me a 24-hour notice and I would be happy` to meet with your student after school. Tutoring times would typically be either 2:30 – 3:00 or 3:00 – 3:30.

**Sign, date, and detach this page. Return to Mrs. Lawson by Friday, August 20 for a homework grade.**

I have read and understood this Welcome Packet for Mrs. Surratt’s class.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student name (printed)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student signature

**I ensure my child has read and understood this Welcome Packet for Mrs. Surratt’s class.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Guardian name (printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parent/Guardian signature